Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

ncsc

MontCAS
Montana Comprehensive Assessment System

Montana Specific NCSC Alternate Assessment Policies

State NCSC Contact Name	Email address	Phone number
Yvonne Field, Assessment Specialist	yfield@mt.gov	406-444-0748
Judy Snow, State Assessment Director	jsnow@mt.gov	406-444-3656

Topic	State Policy
Test Administrator Requirements	Certified Montana Educators, Paraprofessionals can administer in special cases under the direct supervision of a licensed educator; which means in the same room and within sight and sound.
Paper Version of Test	Allowed as an accommodation that is documented in the IEP and the online test administration system.
Training for Test Administrators	All test administrators must take the final quiz and pass with minimum score of 80% (the quiz can be taken multiple times if needed) This includes TAs who have previously administered the NCSC AA-AAS pilots Suggested procedures for experienced TAs: • Review modules, Manuals • Can use end of module quizzes as a Check for Understanding to highlight areas that need additional study • Take final quiz pass with minimum of 80% (the quiz can be taken multiple times if needed) Montana will offer live webinar trainings to supplement online trainings and point out important or difficult content. Face to face training-participants must still complete the final quiz. Additional live webinar topics may include: • Scribe protocol • AAC protocols • Early stopping procedure • Pre-Assessment Tasks • For pilot TAs, What is new and review

Test Security	TAs and TCs must sign a Test Security Agreement, found on the OPI website.
	Link: http://opi.mt.gov/curriculum/MontCAS/#gpm1_6
	Click on the test security tab
	Note: System Test Coordinators should keep a copy of the test security agreement for each TA and TC or School TC on file. These forms do not need to be sent to OPI or to NCSC.
Non-Participation Application	System Test Coordinators must document and use the non-participation reporting application for any student who doesn't participate in the test.
	Link for the MontCAS reporting system:
	https://apps.opi.mt.gov/MontCAS/frmLogin.aspx
	Instructions for the MontCAS reporting system
	http://opi.mt.gov/pdf/Assessment/General/15OnlineReportingSystemInstruct.pdf
	Note: Students for whom the early stopping rule has been applied do not need to be reported as non-participants. These students are considered participants because they have attempted the assessment.